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# Messages From the Department of Education

June 2013

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## ACCOUNTABILITY, ASSESSMENT, CURRICULUM, AND SCHOOL IMPROVEMENT

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### A. Open field review for new National Core Arts Standards:

The National Coalition for Core Arts Standards is issuing an open field review for the first draft of the National Core Arts Standards for grades PK-8 June 30th to July 15th. Please visit <http://nccas.wikispaces.com/> to learn more about the National Core Arts Standards project and how to become a field reviewer. Information will be posted as soon as it is ready—revisit the site if the posting is not up. High school standards will be available for review in August.

Contact: Marcia McCaffrey, (603) 271-3193, [marcia.mccaffrey@doe.nh.gov](mailto:marcia.mccaffrey@doe.nh.gov)

### B. Smarter Balanced Practice Test

The Smarter Balanced Assessment Consortium (Smarter Balanced) released sets of example test questions for grades 3–8 and 11 in both English language arts/literacy and mathematics. These Practice Tests will help schools prepare for the implementation of the Smarter Balanced Assessment System coming in the 2014-15 school year by providing a preview of the types of questions that will be featured in the summative assessment beginning in 2014-15, including selected-response items, constructed-response items, technology-enhanced items, and performance tasks - extended activities that challenge students to apply their knowledge and skills to respond to real-world problems. The Practice Tests are freely available on the Smarter Balanced Web site, but will only work on supported browsers, depending on the operating system of your device. The Internet Explorer browser is not supported. A list of supported browsers and operating systems is given at <http://www.smarterbalanced.org/practice-test>. Secure browsers specific for each operating system can be downloaded directly from Smarter Balanced at <http://sbac.portal.airast.org/browsers/default.html>.

Contact: Scott J. Mantie, Ph.D., [Scott.Mantie@doe.nh.gov](mailto:Scott.Mantie@doe.nh.gov)

## CERTIFICATION

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### A. Renewal Late Fee

Please inform educators whose credentials expire June 30th of this year, that the late fee (\$50.00) is being re-instated and will apply to all employed educators whose transmittal form (postmarked) or their online renewal is received after June 30, 2013. While components of the new on-line system were being developed and implemented, that fee had been suspended to allow for adjustment to the new process.

Contact: Judith Fillion, (603) 271-3855, [Judith.Fillion@doe.nh.gov](mailto:Judith.Fillion@doe.nh.gov)

### B. Uncertified Educators

As the school year winds down our attention turns to educators who are still reported as employed and not certified in the area's they are teaching, or are not HQT. Please review your Uncertified tab "Employed w/o SOE" and double check that all your educators are pursuing their certifications or are HQT for the areas they are teaching.

Contact: Judith Fillion, (603) 271-3855, [Judith.Fillion@doe.nh.gov](mailto:Judith.Fillion@doe.nh.gov)

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**DATA**

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**A. End Of Year (EOY) i4see (Initiative for School Empowerment and Excellence) Data Collection Due Dates**

i4see has set the following dates as the end of year submission schedule:

- June 3 - July 15 – Sped Public Submission and EOY Enrollment for sped nonpublic students
- June 3 - July 15 – Final EOY Submissions (both EOY Enrollment and EOY Academic) submissions should be district verified by July 15 – Do NOT certify at this time
- June 3 - July 15 – State Scholar submissions for participating High Schools are due
- July 15 - August 1 – All state anomalies MUST be resolved and District Reports confirmed
- August 1st – Superintendents “certify” EOY submissions and print, complete, sign and send “Tuition Report Receiving,” “Nonpublic 12-13 Special Education Students (A13N),” and “Nonpublic 12-13 Non-Special Education Students (A13 Other)” reports
- August 1 - October 31 – The DOE will review all submissions and contact schools with questions
- November 1st – Superintendents should print, sign and submit remaining end of year reports (including Determination Sign Off)

Also, please remember that Submission Course and Student Class Submissions are required this year. Please submit these files by the end of July.

Contact: Sandy Hyslop, 603- 271-2831, [Sandy.Hyslop@doe.nh.gov](mailto:Sandy.Hyslop@doe.nh.gov)

**B. School Board Members**

In accordance with RSA 671:31 the forms that were sent out to update information about school board members should be returned to the Bureau of Data Management as soon as possible.

**C. School District Calendars**

School District Calendars for 2013- 2014 should also be sent to the Bureau of Data Management as soon as they are approved by the district, entered, and certified in ESS (Education Statistics System).

**D. Teacher Salary Schedules**

Please be sure to send the 2013-2014 teacher salary schedules as soon as they have been determined for next year.

Contact: Sandy Hyslop, 603- 271-2831, [Sandy.Hyslop@doe.nh.gov](mailto:Sandy.Hyslop@doe.nh.gov)

**E. School Safety Survey**

The School Safety Survey for school year 2012-2013 will be released at the beginning of June. A preview of the survey and instructions can be found at <http://www.education.nh.gov/data/forms.htm>. The survey should be completed after the last day of school. If you are responsible for entering the data into the survey, please make sure

that you are able to login to myNHDOE – Education Statistics System (ESS) prior to the end of the school year. We are available to assist with access to the survey. After the data is entered, Superintendents will need to review the completed surveys and certify them on-line no later than Friday, July 12, 2013 (hardcopies of the survey are no longer accepted). Please remember that submission of this data is required by RSA 193-E:3, Delivery of an Adequate Education.

**New This Year:**

Three new questions have been added to the survey. These questions concern truancy officers and restraints.

Contact: Gretchen Tetreault, (603) 271-5874, [Gretchen.Tetreault@doe.nh.gov](mailto:Gretchen.Tetreault@doe.nh.gov)

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**GRANTS and REQUESTS FOR PROPOSALS**

**ALL RFPs Can be Found on the Department Website at**  
**[www.education.nh.gov/rfp/index.htm](http://www.education.nh.gov/rfp/index.htm)**

**A. Allocation of Emergency Management Performance Grant (EMPG) Funds for School Security Enhancements**

The New Hampshire Department of Safety through the Division of Homeland Security and Emergency Management (HSEM) is making funds available to enhance school building security. The purpose of this Emergency Management Performance Grant (EMPG) for Schools Program is to assist School Administrative Units (SAUs) with funding for projects that will improve and enhance their schools' physical security. Funds may be used for securing and controlling access points, extra security equipment and improving school security technologies. Each grant shall not exceed \$50,000 per SAU during this grant program's performance period of June 1, 2013 through September 30, 2014. Funds will be allocated on a first come, first served basis. More information can be found at [www.nh.gov/safety/divisions/hsem/documents/school-security-grants.pdf](http://www.nh.gov/safety/divisions/hsem/documents/school-security-grants.pdf) or by contacting Cindy Richard, EMPG Program Manager at (603) 223-3627 or [cindy.richard@dos.nh.gov](mailto:cindy.richard@dos.nh.gov).

**B. State Institutions Career and Technical Education Projects**

The NH Dept. of Education seeks applications to support and improve career and technical education programs currently offered to incarcerated youth and young adult offenders (Ages 14-24). From \$50,000 to \$60,000 are available for grants. Project funds are 100% federal. Deadline is June 10, 2013.

Contact: Laurie MacRae, 603-271-3888, [Laurie.Macrae@doe.nh.gov](mailto:Laurie.Macrae@doe.nh.gov)

**C. Content Specialist to Assist With the Development of the State Assessment**

The Division of Instruction is seeking individuals with specific content expertise and experience with the New England Common Assessment Program (NECAP) to work with other content specialists from Maine, Vermont, and Rhode Island on all aspects of NECAP test development and review in science, reading & writing. Deadline for Receipt of Proposals: 4:00 p.m., Monday, June 10, 2013 - any proposals received after this date will be considered until the position has been filled.

Contact: Scott J. Mantie, Ph.D., [Scott.Mantie@doe.nh.gov](mailto:Scott.Mantie@doe.nh.gov)

**D. Title I-A Program Review and Technical Assistance For Districts and Schools**

The Division of Instruction at the Department of Education is seeking two to three individuals with Title I-A experience to participate in Title I-A program application reviews and to provide technical assistance to schools districts and schools. Deadline for Receipt of Proposals: 4:00 p.m. Friday, June 14, 2013 - proposals will be read beginning on June 17, 2013. Any proposals received after the above deadline will be considered if the positions are not filled by applicants that submitted by the deadline.

Contact: Paula DeLisi, (603) 271-2718, [Paula.Delisi@doe.nh.gov](mailto:Paula.Delisi@doe.nh.gov)

**E. Technical Assistance To Local School Districts - South Central Region**

The purpose of this RFP is to seek proposals for an individual to provide technical assistance to school districts in the North Country Superintendents' region regarding State priorities: Curriculum, instruction and assessment; School improvement; and Innovation. Deadline for Receipt of Proposals: 4:00 p.m., Tuesday, June 23, 2013.

Contact: Paula DeLisi, (603) 271-2718, [Paula.Delisi@doe.nh.gov](mailto:Paula.Delisi@doe.nh.gov)

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**HEARINGS**

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**A. Minimum Standards for Public School Approval, Ed 306**

ED 306 was approved by the State Board to enter rulemaking at their May 15th meeting. A public hearing will be held at 11:00 a.m. on August 19th in Room 15 at the NH Department of Education, 101 Pleasant Street, Concord, NH 03301. There will be a second public hearing in the North Country, Lincoln-Woodstock NH on September 9th. The location is to be announced. There is also the opportunity for the public to input testimony electronically at [www.education.nh.gov/legislation/ed306review.htm](http://www.education.nh.gov/legislation/ed306review.htm). This will continue through June, July and August.

Contact: Mary Mayo, (603) 271-3189, [Mary.Mayo@doe.nh.gov](mailto:Mary.Mayo@doe.nh.gov)

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**SCHOOL APPROVAL STANDARDS**

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**This section applies to both public and non-public schools**

**A. Approval Process**

Administrative Rule Ed 306.28, *Minimum Standards for Public School Approval*, requires principals of schools with an approval status expiring June 30, 2013 to document compliance with all applicable standards including the submission of satisfactory health and fire inspections.

On **March 1, 2013** the online 2012-13 Inputs Based Accountability System (IBAS) Survey, should have been electronically completed by principals and submitted by superintendents of public schools with an approval status expiring June 30, 2013. The Survey can be accessed at <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>. Please complete as soon as possible or the school will be designated as conditionally approved.

Copies of the fire and health inspection reports can be faxed to (603) 271-8709, e-mailed, or mailed to the Office of School Approval.

Contact: Leslie Higgins, (603) 271-3759, [Leslie.Higgins@doe.nh.gov](mailto:Leslie.Higgins@doe.nh.gov) or  
Marie Morgan, (603) 271-4125, [Marie.Morgan@doe.nh.gov](mailto:Marie.Morgan@doe.nh.gov)

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## PROFESSIONAL DEVELOPMENT

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### A. OPEN NH Online Professional Development Courses

Registrations are now being accepted for the Summer Session of OPEN NH courses. The seven week, 35 hour online professional development courses begin on July 10th and run through August 27th. Districts can also request the special delivery of any of our courses over a 7-8 week time frame of their choice. To request a special delivery course, a designated team leader should complete a Special Course Delivery Registration form, available online, and send it to the OPEN NH Project Coordinator for processing, or contact the coordinator.

OPEN NH offers a variety of group discounts for SAUs, districts, or schools. Deals include 25 seats in our seven week 35 hour online professional development courses for \$2,625 or 4 seats for 2 teachers for \$440. The list of OPEN NH professional development courses offered during the upcoming OPEN NH sessions can be found on the Web site at: [www.opennh.org](http://www.opennh.org). OPEN NH is part of the NH e-Learning for Educators Project, a program of the New Hampshire Department of Education.

Teaching Enhancement courses for online course facilitation and online course development are available through the program. Visit the Web site for details. Graduate credits are available through Plymouth State University at additional cost.

Contact: Stan Freeda, (603) 271-5132, [Stanley.Freeda@doe.nh.gov](mailto:Stanley.Freeda@doe.nh.gov)

### B. OPEN NH Self-Paced Tutorials

#### a) Bullying Awareness and Prevention

In an effort to assist schools in providing training for ALL school related employees, volunteers, substitute teachers and others, the Safe and Drug Free Schools and Communities Program and the NH e-Learning for Educators Project, both programs of the New Hampshire Department of Education, have developed a short online tutorial training on bullying awareness and prevention. This tutorial costs \$10.00 and covers basic issues surrounding bullying, the impact of cyberbullying, and the requirements of the New Hampshire Pupil Safety and Violence Prevention Act. Participants will earn a Certificate of Completion for 3 hours of professional development that will satisfy the required basic training in bullying awareness and prevention. For more information and online registration, visit <https://www.regonline.com/bullyingtutorial>. A complete 7-week course is also available through **OPEN NH**, and will be offered in future OPEN NH course sessions, or by special district cohort request.

#### b) Substitute Teaching: Tools and Tips for Success

In an effort to assist schools in preparing potential substitute teachers for teaching in NH schools, the NH e-Learning for Educators, a program of the New Hampshire Department of Education, is offering a short online tutorial through OPEN NH. This



tutorial costs \$25.00 and provides basic knowledge and skills necessary for being an effective substitute teacher. Proper preparation before substituting in a school or district will greatly increase the confidence and comfort level of substitute teachers working with students in the classroom. The tutorial provides a brief overlook of the situation in education today and prepares potential substitutes with an understanding of how teachers and students interact in our changing educational landscape. Basic skills and techniques for teaching lessons to students along with some strategies for managing behavioral issues are explored. Finally, the tutorial covers a basic understanding of the kinds of policies and procedures that schools must operate under, including the NH pupil safety policy involving bullying. For more information and online registration, visit <https://www.regonline.com/substitutetutorial>. In the future, NH e-Learning for Educators plans to offer a complete 7-week course for substitute teaching which will be offered in future OPEN NH course sessions, or by special district cohort request.

Districts may register cohorts of teachers in either or both tutorials at reduced cohort registration rates. For more information, visit [www.opennh.org](http://www.opennh.org) or contact the OPEN NH Project Coordinator.

Contact: Stan Freeda, (603) 271-5132, or [Stanley.Freeda@doe.nh.gov](mailto:Stanley.Freeda@doe.nh.gov)

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## DEPARTMENT STAFF UPDATES

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### **A. Educator Effectiveness and Continuous Improvement**

The New Hampshire Department of Education (DOE) is increasing its focus on educator effectiveness and continuous improvement. Karen Soule will be devoting all of her energies to assisting the Department with the development of a state model for educators' support and evaluation as well as the establishment of the supports necessary for professional learning for educators that leads to improved student outcomes. If you have credentialing questions, please call (603) 271-2408 and staff members will assist you. If you have HQT questions, please direct those to Ginny Clifford who can be reached at (603) 271-3455. Karen's new phone number is (603) 271-6813.

### **B. Professional Standards Board (PSB)**

Applications are being accepted for membership on the PSB. The PSB is a 21-member body authorized by state law to advise the State Board of Education regarding professional growth, certification, and governance of the education profession in New Hampshire. Currently seven openings exist: two for representative of educators/education specialists, four for representatives of higher education/education administration, and one for qualified lay person. Applications can be found on the NH DOE Web site at: [www.education.nh.gov/state\\_board/prof\\_stand.htm](http://www.education.nh.gov/state_board/prof_stand.htm). The deadline for applications is June 30, 2013.

Contact: Nancy Jacobs, (603) 271-3453, [Nancy.Jacobs@doe.nh.gov](mailto:Nancy.Jacobs@doe.nh.gov)

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## RESOURCES

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### A. NHDOE-ETNews

The Office of Educational Technology (OET) at the New Hampshire Department of Education (NHDOE) publishes ETNews as part of its mission to provide leadership and assistance to schools regarding the integration of Information and Communication Technologies (ICT) into the teaching and learning process. OET collects and disseminates information on ICT, such as annual technology surveys, online professional development, virtual schools, technology planning, library media services, internet safety, and the federal E-Rate program, based on current trends, research, and funding opportunities. OET also manages the NH Educators Online (NHEON) web resources and administers the distribution and evaluation of educational technology grant programs, including the Enhancing Education through Technology (NCLB Title II-D) program and the e-Learning for Educators initiative (OPEN NH). To subscribe to NHDOE-ETNews go to <http://maillist2.nh.gov/mailman/listinfo/nhdoe-etnews>

Contact: Stan Freeda, (603) 271-5132, [Stanley.Freeda@doe.nh.gov](mailto:Stanley.Freeda@doe.nh.gov)

### B. Transforming Data to Information in Service of Learning

The State Educational Technology Directors Association (SETDA) developed this new report to help education leaders understand how technical interoperability initiatives relate to teaching and learning and to offer recommendations for how states, districts, and schools can become more responsive to educator needs and personalize learning for students. The initiatives profiled in this report focus on ensuring consistent data definitions across schools, enabling the sharing of information across school data systems, and facilitating the search and discovery of education resources on the internet. The report may be downloaded on the SETDA Web site at [www.setda.org/web/guest/datatoinformation](http://www.setda.org/web/guest/datatoinformation).

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## OTHER

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### StarTalk

Funded by the Federal Government, the StarTalk program is to generate student interest in learning the Chinese language. High school students entering grades 10-12 will learn the language through various activities such as games, simulations, handicrafts and mini dramas. The program enrolls beginners of the Chinese language only. The summer residential program at the University of Vermont will take place from August 3rd to August 9th. The \$200.00 tuition fee covers the cost of housing, meals, and supplies. Financial aid scholarships available to all students interested in the program. For more information go to [www.uvm.edu/~startalk](http://www.uvm.edu/~startalk).

### NH's Tenth Annual Suicide Prevention Conference

This conference will take place at SERESC Conference Center in Bedford on November 8, 2013. Interact with community leaders and coalitions, learn about suicide prevention efforts locally and nationally, and attend plenary presentations & workshops. Early Bird Registration: \$65.00 After October 1, 2013: \$80.00. If anyone would like to be on the mailing list for the brochure or have any questions, please contact Patrick Roberts: [proberts@naminh.org](mailto:proberts@naminh.org).



**The Institute For Nature Based Learning**

The Institute for Nature Based Learning is a year long professional development for middle and high school educators that is aimed at providing a greater understanding of ecological concepts and environmental issues. We will explore environmental issues in the context of social, cultural and economic themes. Educators will develop a project based unit that will help prepare students to be environmental volunteers in their community. The institute begins with a residential program on August 4-9, 2013. Registration deadline is June 7, 2013. For more information go to [www.nhplt.org](http://www.nhplt.org) or contact Judy Silverberg at [judy.silverberg@gmail.com](mailto:judy.silverberg@gmail.com).

**Taking Professional Learning Communities (PLC) to the Next Level: A Focus on Results**

On August 6th & 7th, Dr. Richard Dewey will present an engaging, motivating and practical PLC Institute, "Taking PLCs to the Next Level: A Focus on Results," co-sponsored by NHASCD and held at Pinkerton Academy in Derry, NH. Teams will learn strategies and practical ways to focus on a shared vision for success and how to collaboratively collect and analyze data that will improve teaching effectiveness and student learning. To register or for more information go to

<http://www.cvent.com/events/aug-6th-7th-2013-plc-summer-institute-pinkerton-academy/event-summary-b2b9fe335b44414c8cb6bb99467bb5c1.aspx>.

**21<sup>st</sup> Century Community Learning Centers Program, Title IV B**

The 21st Century Community Learning Center program awards competitive grants for expanded academic enrichment opportunities for children attending high poverty schools. The following are receiving July 1, 2013 Awards:

- **Conway** School District/Tin Mountain Conservation Center
- **Dover** School District/Dover Housing Authority
- **Farmington** School District/Health and Safety Council of Strafford
- **Governor Wentworth** Regional School District/Ossipee Recreation Department
- **Haverhill** Cooperative School District/Haverhill Recreation Department
- **Hinsdale** School District/Hinsdale Community Coalition
- **Monadnock** Regional School District-Emerson Elementary School/Big Brothers Big Sisters of Western NH
- **Monadnock** Regional School District-Monadnock Middle School/ Big Brothers Big Sisters of Western NH
- **Nashua** School District/Boys and Girls Club of Greater Nashua
- **Newfound** School District/Tapply-Thompson Community Center and Danbury Community Center
- **Portsmouth** School District/Portsmouth Housing Authority

The goal of the 21<sup>st</sup> CCLC program is to raise student academic achievement through the creation and expansion of community learning centers that provide students with academic enrichment opportunities as well as additional activities designed to complement their regular academic program. Grants are up to five years.

Contact: Suzanne Birdsall, (603) 520-6263, [Suzanne.Birdsall@doe.nh.gov](mailto:Suzanne.Birdsall@doe.nh.gov) or  
Christina MacDonald, (603) 271-7306, [Christina.MacDonald@doe.nh.gov](mailto:Christina.MacDonald@doe.nh.gov)

**Scholastic Summer Reading Challenge**

The Scholastic Summer Reading Challenge is a free online program designed to motivate children to read books over the summer. By logging the minutes they spend reading this summer, students can earn rewards and help “Read for the World Record.” Educators can register your students and track their reading progress For more information or to sign up go to [www.scholastic.com/ups/campaigns/src-2013](http://www.scholastic.com/ups/campaigns/src-2013).